

***Emerson College
Alumni Association***

Alumni Office Use Only

ID# _____
Expires _____
Authorized by: _____

Application for Library Privileges

Name _____

Address _____

Home Phone _____ Work Phone _____

Email _____

Class Year _____

Emerson College Library Policy for Alumni Borrowing Privileges

All alumni of Emerson College are welcome to visit the Emerson College Library and take advantage of the print and non-print collections and online databases available on-site at both the main library at 120 Boylston Street and the Media Services Center at 180 Tremont Street. Alumni may also access the library's Web site <<http://library.emerson.edu>>. Alumni who wish to borrow library materials must abide by the following:

1. All alumni library cards will expire one year from the date of issue and will only be renewed when all loaned materials have been returned and all overdue fines and/or lost book charges have been paid. The Alumni Association will notify the Circulation Department when a new card is issued.
 2. Alumni borrowers will leave a credit card number with the Alumni Association when they apply for their Alumni Card to guarantee payment of overdue fines or lost book charges.
 3. Borrowing privileges cover only materials owned by the Emerson College Library. Alumni cannot borrow from FLC or FLO libraries and cannot borrow books through interlibrary loan.
 4. All alumni borrowers agree to adhere to the Emerson College Library's circulation policies.
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Credit Card Information

American Express _____ Visa _____ MasterCard _____

Card Number _____ Expires _____

I agree to abide by the library borrowing policies outlined above and those established by the Emerson College Library. Further I accept responsibility and authorize Emerson College to charge my credit card for any late/lost charges that I incur for materials borrowed if I am unable to be contacted through traditional means.

Signature

Date